



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3
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CJCSI 3207.01A
24 January 2005

MILITARY SUPPORT TO HUMANITARIAN MINE ACTION OPERATIONS

References: See Enclosure D

1. Purpose. This instruction defines responsibilities and provides guidance for planning and executing military support for humanitarian mine action (HMA) operations.
2. Cancellation. CJCSI 3207.01, dated 1 March 1999, is cancelled.
3. Applicability. This instruction applies to all Joint Staff, Military Services and combatant command activities tasked with planning, supporting or executing foreign HMA operations. HMA is a form of humanitarian assistance (HA) and normally does not support military operations. HMA must not be confused with tactical countermine operations.
4. Policy. The goal of the Department of Defense HMA program is to relieve human suffering and the adverse affects of landmines and explosive remnants of war on noncombatants while advancing the combatant commanders' security cooperation strategies and US national security objectives. The DOD HMA program assists nations plagued by landmines and explosive remnants of war (ERW) by executing "Train-the-Trainer" programs of instruction designed to develop indigenous capabilities for a wide range of HMA activities. The USG Policy Coordination Committee (PCC) for Democracy, Human Rights and International Operations, subgroup on HMA approves support for host nations (HNs). The DOD representative to this interagency PCC is the Chief, HMA, OSD/SOLIC/Stability Operations.
 - a. HMA as Wartime Mission-Essential Task List (METL) Training. HMA deployments are a legitimate training opportunity for units that have de-mining tasks on their METL. The operational requirements for

deployment of US military personnel in support of HMA operations are identical to the deployment process for other similar training operations. The training requirements on a unit's METL for wartime training and deployments are often met during the conduct of HMA training. HMA training missions are key security cooperation tools available to a combatant commander to gain training opportunities in a specific country. The HMA mission's potential should not be underestimated for its potential to train a unit on its wartime METL and to engage in those countries not otherwise accessible to US forces.

b. Exposure of USG Personnel to Minefields. By law, DOD personnel are restricted in the extent to which they may actively participate in mine clearing operations during humanitarian and civic assistance. Under 10 USC 401(a)(1), Military Departments may carry out certain "humanitarian and civic assistance activities" in conjunction with authorized military operations of the armed forces in a foreign nation. The term "humanitarian and civic assistance" is defined, under 10 USC 401(e)(f), to include "detection and clearance of landmines, including the activities relating to the furnishings of education, training, and technical assistance with respect to the detection and clearance of landmines." However, under 10 USC 401(a)(4), members of the US Armed Forces shall not "engage in the physical detection, lifting, or destroying of landmines (unless the member does so for the concurrent purpose of supporting a United States military operation)." Additionally, members of the US Armed Forces shall not provide such humanitarian and civic assistance "as part of a military operation that does not involve the armed forces. Under DOD policy set forth in Enclosure D, the restrictions in title 10, USC 401 also apply to DOD civilian personnel.

c. PCC Subgroup for HMA Approval. All requests for DOD HMA training and all DOD HMA activities, including testing of new demining technology in foreign countries, will be vetted through Chief, HMA, OSD/SOLIC Stability Operations. Those activities requiring interagency coordination will be forwarded from this office.

d. HMA Training for DOD Personnel. The HMA basic course at the Humanitarian Demining Training Center (HDTC), Fort Leonard Wood, Missouri, is the only authorized course for DOD personnel to conduct pre-deployment HMA training. Units that are tasked to perform an HMA training mission will ensure that all instructor personnel attend the course prior to deployment. Units may not substitute the HMA course with any other training program without approval of the DOD HMA subgroup.

e. General Purpose Forces (GPF). US GPF will be the force of choice for conducting HMA operations with foreign nations. GPF can consist of

any military specialty but explosive ordnance disposal (EOD), combat engineers and light infantry lend themselves best for conducting “Train-the-Trainer” type HMA missions.

f. Special Operations Forces Personnel. When deemed appropriate, US SOF will conduct HMA operations with foreign nations. USSOCOM, in coordination with the Chairman of the Joint Chiefs of Staff and combatant commanders, will review all HMA taskings and identify those that USSOCOM can support. GPF will conduct all other missions.

g. Explosive Remnants of War. ERW includes landmines, unexploded ordnance (UXO) (mortar rounds, artillery shells, bomblets, rockets, submunitions, rocket motors and fuel, grenades, small arms ammunition, etc.) and abandoned ammunition caches. The DOD HMA training program supports partner nation (PN) efforts to clear all ERW by teaching the destruction in place of mines and unexploded ordnance. The HMA program does not support PN efforts to render ERWs safe. The term “mine removal” is not to be construed as to “render safe” of any ERW, nor does it mean to transport them to another location for destruction. Exceptions to this restriction must be approved by the Chief, HMA, OSD/SOLIC/Stability Operations.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction:

a. Changes the name from humanitarian demining operations to HMA operations to reflect the worldwide usage of the term HMA.

b. Delineates DOD responsibilities.

c. Outlines funding, delegation of functions and oversight.

d. Reiterates Title 10, US Code restrictions.

e. Serves as a planning and coordination document for DOD agencies, geographic combatant commanders and executing units.

f. Incorporates the PCC subgroup on HMA in interagency planning process. Incorporates applicable information from USG HMA interagency strategic framework.

g. Contains printed reference and Internet information resources.

h. Incorporates changes from the program decision memorandum (PDM) FY04-09 SOF study as directed by Deputy Secretary of Defense memorandum, 15 September 2003, which provides direction and guidance for Department of Army and Navy in order to support HMA training with general purpose forces.

i. Relieves USSOCOM of HMA responsibilities.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective 19 January 2005.

For the Chairman of the Joint Chiefs of Staff:



NORTON A. SCHWARTZ
Lieutenant General, USAF
Director, Joint Staff

Enclosure(s):

A--DOD HMA Responsibilities

B--HMA Program Process

Appendix A--Request for Deployment Order Process

Appendix B--Funding of HMA Missions

C--Required Reports

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ENCLOSURE A

DOD HMA RESPONSIBILITIES

1. General. Within the Office of Special Operations and Low-Intensity Conflict (SOLIC), the Deputy Assistant Secretary of Defense for Stability Operations is the principal staff assistant and advisor to the Secretary of Defense for DOD corporate-level HMA policy, planning and oversight. The Director, Defense Security Cooperation Agency (DSCA), manages the HMA program and is responsible for the execution of the Overseas, Humanitarian, Disaster and Civic Aid (OHDACA) appropriation. Oversight of DOD HMA training and planning is the responsibility of the Chairman of the Joint Chiefs of Staff.

2. Authorities. The DOD HMA program is authorized by title 10, United States Code, section 401 (reference q, Enclosure D).

3. Responsibilities

a. OASD (SOLIC), Deputy Assistant Secretary of Defense for Stability Operations:

(1) Serves as co-chair of the PCC-subgroup and is the DOD lead agency, exercising overall responsibility for corporate level policy, planning, and review of DOD mine action activities conducted pursuant to reference q.

(2) Develops and implements DOD HMA policy based on applicable presidential policy guidance coordinated through the PCC subgroup.

(3) Provides guidance to DOD elements and coordinates the allocation of DOD funds for units participating in the HMA program.

(4) Coordinates policy for HMA training within DOD. In accordance with 10 U.S.C. 153(a)(4)(F) the Chairman of the Joint Chiefs of Staff formulates policies for joint training of Armed Forces.

(5) Provides reports and assessments to Congress and appropriate entities of the administration on the world's landmine problem and on progress toward US HMA objectives.

b. Defense Security Cooperation Agency (DSCA)

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(1) Programs, formulates, justifies, allocates and executes budget authority for the OHDACA appropriation to support DOD HMA efforts.

(2) Provides supervision, management and funding for the HDTC located at Fort Leonard Wood, Missouri.

(3) Manages the DOD HMA program and coordinates its activities with ASD(SOLIC) and the Joint Staff.

(4) Manages, in coordination with relevant Department of State offices, foreign military financing (FMF) programs supporting HMA efforts and specified nonproliferation, antiterrorism, demining and related program (NADR) accounts.

(5) Assists the Joint Staff, Military Departments, USSOCOM, regional combatant commanders, PNs and other organizations in planning, establishing and executing mine action programs.

(6) Coordinates with DOS on security assistance policy, budget planning and execution issues for mine action activities.

(7) Coordinates GPF/SOF HMA training and other events supporting DOD's HMA program with HDTC.

(8) Sells defense articles and services, through the foreign military sales program, to PNs for support of mine action programs.

c. OASD(SOLIC), Office of the Director, Resources

(1) Acts as lead USG agent for HMA research and development activities.

(2) Schedules and coordinates equipment testing in mine-affected countries that are part of, or are potential participants in, the USG HMA program, as well as in non-mine-affected and non-program countries.

(3) Coordinates and authorizes funding for the DOD HMA technology development initiative.

(4) Provides reports, assessments and briefings to Congress and other branches of the USG on the status of mine clearing technologies.

d. Joint Staff

- (1) The Joint Staff/J-3 Operations Directorate is the office of primary responsibility for HMA activities.
- (2) Coordinates requested HMA operations and force allocation with geographic and supporting combatant commanders.
- (3) Provides HMA mission taskings, guidance, specific instructions and operational control authority to the geographic combatant commanders.
- (4) Ensures that plans developed by combatant commanders include, at a minimum, the number of training deployments anticipated for each mine-affected country in the area of responsibility and time-phasing and milestones for each operation. Also include any subsequent training missions or assessments required and other factors (including projected resource requirements) that will be necessary to plan for and execute the proposed mission.
- (5) Provides oversight of US Armed Forces training programs outside the continental United States (OCONUS) with PN personnel and units.
- (6) Formulates policies for HMA training within DOD, in coordination with ASD(SOLIC).

e. Geographical Combatant Commanders

- (1) Plans, coordinates and oversees the conduct of mine action training in the areas of operational mission planning, organization and execution of demining operations by GPF and/or SOF (both Active and Reserve Component).
- (2) Plans, manages and conducts HMA program development visits (PDV), other pre-deployment site surveys (PDSS) as required and training operations within each geographic combatant commander's respective areas of responsibility (AOR).
- (3) Prioritizes theater HMA program recommendations through the Joint Staff to OSD and the PCC subgroup.
- (4) Executes DOD-funded HMA training programs OCONUS with PNs.
- (5) Coordinates US participation in specified multilateral HMA operations, e.g., those sponsored by the Organization of American States.

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f. Military Departments and USSOCOM.

(1) The Secretaries of the Military Departments may carry out humanitarian and civic assistance activities in conjunction with authorized military operations of the armed forces in a country if the Secretary concerned determines that the activities will promote:

(a) The security interests of both the United States and the country in which the activities are to be carried out.

(b) The specific operational readiness skills of the members of the armed forces who participate in the activities.

(2) GPF and SOF personnel will conduct mine action training in the areas of operational mission planning, organization and execution of demining operations. Training will include leadership, communications, emergency medical techniques, methods of instruction for cadre personnel, land navigation, safety and techniques to locate, identify and destroy land mines and other ERWs in accordance with the United Nations International Standards for Mine Action.

(3) GPF and SOF support personnel will identify and coordinate all administrative and logistical requirements for the conduct of HMA training with PN forces. When required, liaison personnel will facilitate the conduct of training and will facilitate all logistic support. These liaison personnel will not be embedded within the US Embassy. HMA liaison personnel will only deploy as part of an HMA training mission.

(4) USSOCOM psychological operations (PSYOP) and civil affairs (CA) specific taskings.

(a) PSYOP personnel will conduct Mine Risk Education training programs that assist PN governments, international organizations (IO) and nongovernmental organizations (NGO) in educating the local population on the hazards of landmines and other ERWs. Examples include the use of leaflets, radio and television presentations, films and other designated activities to promote threat identification, avoidance and reporting.

(b) CA personnel will institute training programs that help the PN establish a national mine action management organization to build their capabilities in management, administration, logistics, equipment maintenance, communications and information management. CA

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personnel are instrumental in the establishment of the PN national mine action authority and the coordination of support with international NGO.

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HMA PROGRAM PROCESS

1. Background. Current estimates indicate 60 million land mines remain in place around the world. Land mines and UXO, generally referred to as ERW, claim thousands of innocent casualties each year. People in almost 90 countries, mostly in the developing world, face a daily threat of being killed or maimed by land mines that are the result of various conflicts going back to World War II. The cost of removing one land mine ranges from \$300 to \$1,000. The cost for surgical care and fitting of an artificial limb is \$3,000 or more per amputee in some countries. Land mines often stand in the way of efforts to restore war-torn societies to normal life. They threaten lives, jeopardize social reintegration, retard economic reconstruction and recovery and undermine prosperity. Land mines continue to exact their toll long after warring guns are silent. Eight countries (Afghanistan, Angola, Bosnia-Herzegovina, Cambodia, Croatia, Egypt, Iraq and Mozambique) account for almost 50 percent of the active land mines in the world.

2. PCC Subgroup

a. General. On 13 September 1993, the National Security Council (NSC) directed that the Department of State establish an interagency working group (IWG) on land mines and demining. The implementation of this directive resulted in the establishment of core concepts for the USG HMA program. In October 1997, the White House re-energized the USG to expand international coordination and contributions for HMA. In January 2001, the White House directed the NSC to abolish existing IWGs and to create a different structure of geographical and functional PCCs. As a result, the previously established IWG on landmines and demining ended, and a PCC on democracy, human rights and international operations was established. A subgroup on HMA was established in May 2001 (reference y).

b. Membership. The following USG agencies participate in the PCC subgroup:

- (1) National Security Council (Oversight)
- (2) Department of State (Co-Chair)
- (3) Department of Defense (Co-Chair)
- (4) United States Agency for International Development

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(5) Central Intelligence Agency

e. Objectives. The PCC subgroup is the executive coordinating body for all USG HMA efforts. Its objectives are:

(1) Approve, implement and provide oversight of the interagency strategic process for HMA.

(2) Induct new program into the USG HMA network, based upon recommendation of the policy assessment visits (PAV).

(3) Determine the form of USG mine action assistance for new programs.

(4) Conduct HMA technology development activities.

(5) Coordinate and integrate, where appropriate, USG mine action programs with those of other donors.

f. Roles and Responsibilities. The PCC subgroup-HMA has no permanent staff or separate funding and meets quarterly or more often if required. Each representative on the PCC subgroup is responsible for coordinating and reporting its agency's or office's position, including dissenting views, on all mine action related subjects for discussion at the PCC subgroup meetings. The principal departments and agencies represented on the PCC subgroup have their own legislative and funding authorities. The USG interagency strategic process for HMA (reference y) describes differing roles, responsibilities and interests and provides the strategy, process and implementing methodology to develop an effective and better integrated program.

g. The US country team monitors and oversees the ongoing program and end-state effort. Phased campaigns will be coordinated with other USG agencies (and NGO, as appropriate) with distinct responsibilities and clear transition points included in a political-military plan. Operational plans and orders must be thorough, tied to discernible milestones and reflect current policy. A clearly defined end state for DOD participation in HMA operations in each country is required.

h. Deployments and supporting activities (including contracts and purchases) must be planned and phased from inception of a new PN program through the assessment, training and development phase and, finally, through the sustainment phase, if required. DOD end-state is reached when DOD trainers determine that the PN has successfully

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created its own indigenous capability and can conduct demining operations without needing any additional training provided by US forces. Alternatively, DOD end-state may be reached when the Department of Defense completes the handoff of the demining program to the Department of State.

i. Planning covers all elements of DOD HMA participation in the PN for a 2-year period. To develop a sustainable indigenous capability may require numerous training iterations and therefore several years before a modicum of success is achieved. DOD HMA plans are the responsibility of the combatant commanders and are to be updated annually in coordination with the PN, country team and Department of State, as applicable. Plans will include budgetary information as well as measures of effectiveness for each program.

3. Restrictions

a. DOD HMA activities are funded from the OHDACA appropriation. The combatant commanders may purchase limited demining equipment and supplies necessary for the conduct of the trainer program and transfer the equipment to the PN or designated agent upon completion of the DOD training program. An annual “cap” on the level of transfer to the PN will be provided to each combatant commander by DSCA on fund authorization documents. The combatant command must report equipment transfer during the fiscal year to DSCA. Guidance for transfer of equipment is detailed in reference t.

b. The Joint Staff and combatant commands will ensure that only assigned US military forces or civilian personnel participate in teams conducting pre-mission planning. Any assigned contractor personnel, whose sponsoring company may subsequently profit from requirements analysis, are not authorized to participate in the assessment process. Exceptions may be approved by the Director, DSCA, with concurrence by OASD(SOLIC).

c. 10 USC 401 provides three major restrictions on the HMA program (reference q).

(1) Members of the Armed Forces may not engage in the physical detection, lifting or destroying of land mines unless it is done for the concurrent purpose of supporting a US military operation (DOD Policy Guidance, message 041614ZAUG97, also applies these restrictions to DOD civilians participating in the HMA training program).

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(2) No member of the Armed Forces, while providing HMA training, may provide such assistance as part of a military operation that does not involve the Armed Forces.

(3) The cost of equipment, services or supplies that are to be transferred or otherwise furnished to PNs, worldwide, is limited to \$5 million per fiscal year, per PN.

d. Section 8076, FY 05 Defense Appropriations Act, prohibits DOD-funded training support to any program, to include HMA activities, for any foreign country's security forces if the Department of Defense receives credible information from the Department of State that the unit has committed a gross violation of human rights (unless all necessary corrective steps have been taken). The Secretary of Defense (after consultation with the Secretary of State) may waive the prohibition if it is determined that a waiver is required by extraordinary circumstances.

4. Other Planning Guidance. US forces will not degrade their operational capabilities by providing equipment in excess of what was programmed to remain with the PN. The Department of Defense authorizes and encourages activities that enhance mission accomplishment and US military personnel training and readiness. These include the following:

a. Deployment of US troops (temporary duty, transportation and subsistence). Additionally, support expenses such as costs of contracts for food preparation, drivers, interpreters and purchase of supplies and equipment needed to conduct training activities can be funded.

b. Purchase of equipment and supplies to allow deployed US forces to improve their specific operational skills in HMA, training and mine risk education capabilities. Equipment provided will be compatible with that currently used by US forces. Exceptions may be approved by the Director, DSCA, with concurrence of the Joint Staff. Equipment returning with redeployed teams may be used for other training events that increase skill sets/METL of US forces who may be deployed on subsequent HMA training activities.

c. Management and control of equipment and supplies to be transferred to HNs is the responsibility of combatant commanders. Their HMA program managers are authorized to authenticate letters of transfer specifying remaining materiel to be retained by the HN. The letter will be furnished to the US Embassy HMA point of contact for administrative processing and acceptance of the materiel by HN representatives (reference t). A list of transferred nonexpendable equipment will be

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provided to the applicable DOS, political military/weapons removal and abatement program manager for the purpose of continued inventories to ensure no misuse occurs.

d. Contracting for services that cannot be accomplished by US forces but would improve the ability of participating US military to conduct HMA operations. These activities will be reflected in the budget estimate for the country program and may include:

(1) Collection and analysis of demographic factors--knowledge of landmine threat, rates of landmine casualties and impact on the economy. This is important for education and technical assistance with respect to the detection and clearance of land mines.

(2) Measures of effectiveness analysis, including assessments of the threat and an examination of the success of the program as it relates to the PN's ability to assimilate training and applying that training to achieve goals leading to establishing an indigenous, self-sustaining mine action program.

(3) Contracted services to support HMA operations and planning, to include budgeting and logistics assistance.

(4) Contracting for medical evacuation support for demining training and operations.

e. Purchase of non-lethal landmine clearing equipment and supplies to be transferred to the PN to support PN ability to conduct and sustain HMA operations, to include:

(1) Hand-held and small, mobile mine detection equipment.

(2) PN global positioning systems.

(3) Training support equipment to enhance the PN self-training capacity.

(4) Basic life support and mine protection equipment.

(5) Basic office supplies and equipment.

(6) Production equipment for mine awareness products.

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(7) Nonlethal, individual or small-team mine destruction and neutralization equipment and supplies, including new technologies developed for mine detection, destruction or neutralization.

(8) Individual deminer field and survival equipment.

(9) Basic computer systems to manage data.

(10) Basic communications equipment to enhance demining operations, such as short- or long-range units for C2.

(11) Basic medical supplies and equipment.

(12) Basic demolitions to support training operations.

f. Combatant commanders should plan for including SOF Reserve Component units and personnel in their respective HMA programs during the annual requirements planning conference.

g. Public Affairs support is encouraged, as HMA missions are excellent opportunities to publicize the tremendous role the Department of Defense plays in helping HNs rid themselves of ERW contamination. Commands should ensure 'good news' is widely disseminated. Additionally, publicizing accomplishments to the population of the HN is important to show that their government and the United States are performing work that increases their security.

APPENDIX A TO ENCLOSURE B

REQUEST FOR DEPLOYMENT ORDER PROCESS

1. General. The Joint Staff/J-3 Operations Directorate (Joint Operations Directorate (J-3/JOD) and Deputy Director for Special Operations (DDSO)) prepares deployment orders (DEPODs), approved by the Secretary of Defense and released by the Chairman of the Joint Chiefs of Staff, giving operational C2 authority to the combatant commanders for those forces requested to support HMA operations.
2. Request for Deployment Order (RDO). An RDO is required for all DOD-funded training events in which a combatant commander requests support from outside the theater assets. The RDO will be submitted to the Joint Staff by the combatant commanders no later than 45 days prior to the requested deployment date (see Joint Staff message 280953ZSEP99). All requests for SOF will be submitted through the Annual SOF Deployment Plan (see paragraph 5).
 - a. Training is defined as instruction of foreign security force personnel with the specific purpose of improving the capabilities of foreign security forces.
 - b. DOD-funded training includes counterdrug training and HMA deployments as well as any training activities conducted under the Combatant Commander Initiative Fund and Cooperative Threat Reduction Program.
 - c. Training does NOT include the following:
 - (1) Exercises. Incidental training is permitted as part of an exercise, to include familiarization, safety and interoperability training with a force when necessary to permit the conduct of the exercise.
 - (2) Individual and collective interface activities--e.g., individual or subject matter expert exchanges, military-to-military contacts, seminars and conferences, partnership and other small unit exchanges--where the primary focus is interoperability or mutually beneficial exchanges and not training of foreign security forces.
 - (3) Bona fide familiarization, orientation visits, PDV or any subsequent assessment visits determined necessary by the combatant commanders.

3. Human Rights Verification (HRV)

a. HRV is required only for training of PN security forces, not civilian personnel.

b. Every RDO will include a human rights certification statement from the Department of State via the US Embassy in the PN where training is to be conducted: "The Department of State possesses no credible information of gross violations of human rights by the (name of designated unit), or a member of that unit, as of this date." (referred to as DOS human rights clearance message). The RDO will be returned without action if this statement (or approved modification) and message references are not included. (See Joint Staff message 071300ZJUN04 and DOS message 061820ZFEB03.)

c. The following procedures will ensure that all DOD-funded training is provided only to unit(s) and/or individuals of a foreign security force that have been reviewed and approved under subparagraph 3a (see Joint Staff message 071300ZJUN04):

(1) Funded Training. To ensure that all DOD-funded training is provided only to foreign unit(s) and/or individuals that have been reviewed and approved under the process described in this message, a regional combatant commander representative will conduct a final check of all participating unit(s) and/or individuals prior to training. If possible, avoid assigning members of the DOD training element as the final checker. The check will be based on the final DOS human rights clearance message (units and/or listed individuals) as described below. In the after-action report, indicate that the final check was completed. If non-approved unit(s) and/or individuals show up for training from uncleared unit or uncleared by name, such incidents will be reported to the embassy point of contact.

(2) Units. Prior to commencement of training, a regional combatant commander representative will check that Department of State has reviewed and cleared each unit (or partial unit) to be trained, and that all individuals to receive training are assigned to the unit(s) to be trained. The check may be accomplished by verbally confirming that trainees are from the approved unit(s) using DOS message; individual roster verification is not required. As a general rule, the Department of State asks Posts to consider the lowest organizational element of a security force capable of exercising command discipline over its members.

(3) Individual Training. Prior to commencement of training, a regional combatant commander representative will check that the individuals to be trained are those whom the Department of State has reviewed and cleared. The check of individuals may be accomplished by roll call using the DOS message.

4. DEPOD Change

a. SecDef approval is required for changes to a SecDef-approved DEPOD when:

(1) Changes in deployment or redeployment dates are more than 7 days or changes increase the duration of the mission.

(2) Numbers of deploying or deployed personnel exceed that reported in the initial notification by five persons or 10 percent of the total approved deployment number (whichever is greater).

(3) The change would cause an approved mission to exceed authorities delegated to the supported combatant commander.

b. The combatant commander approves:

(1) Minor changes in dates for deployment (up to 7 days after, but not earlier than the date already approved by the Secretary of Defense) and minor changes in redeployment (plus or minus 7 days from the date previously approved). Dates of deployment (vice execution) and redeployment are defined as the dates of travel. The supported combatant commander is not authorized to extend the duration of the employment or mission support phase. The supported combatant commander can make only minor changes to the dates of travel. When dates of deployment or redeployment slip more than 7 days, the supported combatant commander will inform all concerned via record message to addressees listed in the original message, using the original RDO as reference (a) and approved DEPOD as reference (b).

(2) Minor changes in numbers of deploying or deployed personnel (plus or minus five persons or 10 percent of the approved deployment number, whichever is greater; total mission number not to exceed 50). Supporting combatant commander concurrence is required when nontheater personnel are involved.

5. Annual SOF Training Deployment Plan Process

a. In November, USSOCOM hosts the initial planning conference where deployments for the next fiscal year are outlined for each AOR. The end product for this conference is a prioritized list of events for each theater, which considers support for War on Terrorism, DOD security cooperation guidance and SOF training needs.

b. In April, the Secretary of Defense conducts:

(1) A mid-year review.

(2) The initial review of the next FY deployment plan.

c. In May, the initial SecDef review of the next USSOCOM and combatant commanders FY proposed deployments is conducted with USD(P) policy guidance.

d. In July, the Secretary of Defense approves the next FY SOF annual training deployment plan.

e. In October, execution of approved deployments begin.

APPENDIX B TO ENCLOSURE B

FUNDING OF HMA MISSIONS

1. Congress. Funding for mine action is appropriated to the Department of Defense, Department of State and the Agency for International Development. Eight legislative committees oversee HMA activities. They are:

a. For the Department of Defense

- (1) House Appropriations Subcommittee on Defense
- (2) House Armed Services Committee
- (3) Senate Appropriations Subcommittee on Defense
- (4) Senate Armed Services Committee

b. For the Department of State

- (1) House Appropriations Subcommittee on Foreign Operations, Export Financing and Related Programs
- (2) House International Relations Committee
- (3) Senate Appropriations Subcommittee on Foreign Operations
- (4) Senate Foreign Relations Committee

c. Each appropriation used to support US HMA efforts has unique authorities on the use, transfer and period of availability. These authorities may change yearly and specific congressional guidance for expenditures in any country is common.

2. Department of Defense

a. OASD(SOLIC) provides policy guidance to DSCA. DSCA plans, programs and budgets DOD funds through the DOD planning, programming, budgeting and execution process. After appropriation, OHDACA budget authority is transferred to the combatant commanders to execute HMA projects in accordance with their approved plans.

b. OASD(SOLIC) is also responsible for the R&D program. R&D funds are provided to develop and demonstrate technologies, techniques and equipment that make demining operations safer, more cost effective and more efficient. Efforts are concentrated on commercial-off-the-shelf individual deminer personal protection, landmine detection and clearance, and mine risk education training technologies that can be rapidly prototyped and shared with the international community.

3. Department of State

a. The DOS funds HMA assistance from the foreign operations appropriations account NADR programs. NADR funding provides demining support to foreign countries through in-kind contributions, contractor support, nongovernmental and international organizations. The Department of State also may provide funds for HMA activities from other foreign operations accounts.

b. The Department of State develops the foreign operations budget with input from DOS, DOD, US Agency for International Development (USAID) and other agencies and organizations (such as the PCC subgroup-HMA) during the budget process. The Secretary of State's budget proposal is presented to OMB. After OMB review, Department of State prepares the Congressional Budget Justification on Foreign Operations. DOS, DOD and USAID officials may present congressional testimony in defense of the President's foreign operations request.

c. OMB apportions NADR funds annually to the Department of State after Congress appropriates them. NADR funds are allocated in accordance with DOS country plans coordinated with HN governments, the US Embassy and other HMA stakeholders. NADR demining funds may remain in the country's respective account for up to 6 years from the time that the money is obligated until it is disbursed.

4. USAID. USAID is funded through the foreign operations appropriations. This funding supports programs developed in accordance with the strategic objectives of the USAID mission and the agency goals of encouraging broad-based economic growth, protecting the environment, stabilizing world population growth, protecting human health and building democracy. USAID's focus is on development (helping people to help themselves) and HA. USAID provides holistic support to mine survivors and their families through the Leahy War Victims Fund.

ENCLOSURE C

REQUIRED REPORTS

To ascertain the information necessary to monitor the progress and activities of the HMA program, the following reports will be submitted by each combatant commander's office of primary responsibility for HMA activities to the Joint Staff/J-3.

a. Monthly Activities Report. Due the 5th business day following the end of reporting month, per the format provided in Appendix A.

b. HMA Program and Support Requirements. Submit reports in accordance with Joint Staff message, DTG 301945ZJUL03, Subject: Guidance for Prioritization and Approval of SOF Training.

c. After Action Reports (AAR). Submit AAR for completed HMA missions in accordance with instructions in the mission deployment order.

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APPENDIX TO ENCLOSURE C

MONTHLY DOD HUMANITARIAN MINE ACTION PROGRAM REPORT

XXXXCOM. (Notional)

Current Activities:

- **Country 1:**
 - **Event:** PDSS, 18 – 30 May 03
 - **Personnel (planned):**
 - USEUCOM HMA 01
 - SOJ9 01
 - SOCEUR FP 01
 - SF (not available) 04
 - CA (not available) 02
 - PSYOP 02
 - USACE 01
 - USAREUR EOD 01
 - USAREUR KO 01
 - Other GPF (specify) 01
- Total: 15**

Projected Activities (next 120 days)

- **Country 2:**
 - **Event:** PAV, TBD: May- June 03
 - **Personnel:**
 - DOS 03
 - SOLIC 01
 - USEUCOM HMA 01
 - Other GPF (specify) 01
- Total: 06**
- **Country 3:**
 - **Event:** HMA Mission, 8 Jul – 31 Aug 03
 - **Personnel:**
 - CA 04
 - PSYOP 04
 - USNAVEUR EOD 02
 - Other GPF (specify) 03
- Total: 13**

Funding (dollars in millions):

- FY 02/03 funds:
 - Allocated: 2.735
 - Committed to date/%: 2.337/85%
- FY 03/04 funds:
 - Allocated: 5.647

1Q Allotment .600

Committed to date/%.249/42%

Other significant events:

- Describe as appropriate to notify the Joint Staff of important issues/events.

Prepared by: xxxx

ENCLOSURE D

REFERENCES

- a. CJCSI 3121.01 Series w/change 1, "Standing Rules of Engagement for United States Forces (U)"
- b. CJCSI 3110.01E Series, "Joint Strategic Capabilities Plan for FY 02 (U)"
- c. CJCSM 3122.03 Series, "Joint Operational Planning and Execution System, Volume II, (Planning and Execution Formats and Guidance) (U)"
- d. FM 3-05.107, Army Special Operations Forces Humanitarian Mine Action
- e. "To Walk the Earth in Safety," 5th Edition, August 2004, US Department of State, Bureau of Political-Military Affairs, HTML Format: www.state.gov/T/PM/RLS/walkearth/2004; PDF Format: www.state.gov/documents/organization/37174.pdf
- f. Humanitarian Demining Training Center (HDTC) Web site, Ft. Leonard Wood, MO, <http://www.wood.army.mil/hdtdc>
- g. Humanitarian Demining Web site, <http://www.demining.brtrc.com/>, sponsored by the US Army Communications-Electronics Command, Night Vision and Electronic Sensors Directorate, Countermine Division
- h. Humanitarian Mine Action Web site, James Madison University, Mine Action Information Center (MAIC), <http://www.maic.jmu.edu>.
- i. Presidential Decision Directive/NSC-48, 23 June 1996, "Anti-Personnel Land Mines"
- j. Presidential Decision Directive/NSC-64, June 1998, "Anti-Personnel Land Mines: Expanding Upon and Strengthening U.S. Policy"
- k. Joint Staff Washington DC, GENADMIN 071300ZJUN04, "Human Rights Verification for DOD Funded Training Programs with Foreign Personnel"
- l. Joint Staff Washington DC, GENADMIN 041614ZAUG97, "Humanitarian Demining Training Program Policy Guidance"

Enclosure D

- m. SecDef USD(P)/SOLIC-PK-HA, Washington DC, GENADMIN 181600ZFEB00, "FY 01 Overseas Humanitarian, Disaster, and Civic Aid (OHDACA) Planing Guidance"
- n. SecDef USD(P)/SOLIC-PK-HA, Washington DC, GENADMIN 181245ZAPR00, "Interim Policy Guidance on use of Military Forces for Humanitarian Demining Missions"
- o. SecDef memorandum, 17 June 1996, "Implementation of the President's Decision on Anti-Personnel Land Mines"
- p. US Landmine Policy Announcement, 27 February 2004: www.state.gov/t/pm/wra/c11735.htm
- q. Title 10, United States Code, section 401, "Humanitarian and civic assistance provided in conjunction with military operations"
- r. National Security Presidential Directive - 1, 14 February 2001, "Organization of the National Security Council System"
- s. United States Government Interagency Humanitarian Demining Strategic Plan, 12 April 2000, "The Interagency Working Group on Humanitarian Demining"
- t. DSCA memorandum, 21 January 2000, "Transfer of Equipment to Host Nations in Support of the Department of Defense (DOD) Humanitarian Demining Program"
- u. ASD(SOLIC) memorandum, 7 November 1996, "Planning Guidance for the Department of Defense (DOD) Humanitarian Demining Program"
- v. Program Budget Decision 711R, 17 December 1997
- w. DepSecDef memorandum, 22 December 1997, "Defense Reform Initiative #12 - Transfer Humanitarian Assistance and Demining Programs to the Defense Security Assistance Agency"
- x. United Nations' International Standards for Mine Action. See Web site: www.mineactionstandards.org. "US Government Interagency Strategic Process for Humanitarian Mine Action, 2003"
- y. US Government Interagency Strategic Process for Humanitarian Mine Action, 2003

Enclosure D

z. Joint Staff message, P301945JUL03, "Guidance for Prioritization and Approval of SOF Training"

aa. Program Budget Decision 704, 2 December 2003

ab. FM 3-05.107, ARSOF HMA

ac. Program Decision Memorandum (PDM) Directed FY04-09 Special Operations Forces (SOF) Study, 23 June 2003

ad. DepSecDef memorandum, 15 September 2003, "PDM FY04-09 SOF Study directing Army and Navy to assess HMA capabilities"

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GLOSSARY

Part I – ABBREVIATIONS AND ACRONYMS

AAR	after action report
AOR	area of responsibility
APL	antipersonnel landmine
ASD(SOLIC)	Assistant Secretary of Defense (Special Operations and Low Intensity Conflict)
CA	civil affairs
CIA	Central Intelligence Agency
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
DEPORD	deployment order
DOD	Department of Defense
DOS	Department of State
DSCA	Defense Security Cooperation Agency (formerly Defense Security Assistance Agency)
EOD	explosive ordnance disposal
ERW	explosive remnants of war
FMF	foreign military financing
FY	fiscal year
GENADMIN	general administration (message)
GPF	general purpose forces
HA	humanitarian assistance
HDTC	Humanitarian Demining Training Center
HMA	humanitarian mine action
HMAP	Humanitarian Mine Action Program (DOS)
HMAO	humanitarian mine action operations
HN	host nation
HRV	human rights verification
IO	international organization
IWG	interagency working group
MAC	mine action center
METL	mission-essential task list
MRE	Mine Risk Education

NADR	nonproliferation, antiterrorism, demining and related programs
NDO	National Demining Office
NGO	nongovernmental organization
NSC	National Security Council
OASD(SOLIC)	Office of the Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict
OCONUS	outside the continental United States
OHDACA	Overseas Humanitarian Disaster and Civic Aid
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
PAV	policy assessment visit
PCC	Policy Coordination Committee
PDSS	pre deployment site survey
PDV	program development visit
PM	Bureau of Political-Military Affairs (DOS)
PN	partner nation
PPBS	planning, programming, and budgeting system
PSYOP	psychological operations
R4	USAID's Results Review and Resource Request
R&D	research and development
RDO	request for deployment order
RDSS	requirements determination site survey (replaced by PDV)
SCG	Security Cooperation Guidance
SecDef	Secretary of Defense
SF	Special Forces
SOF	Special Operations Forces
UN	United Nations
US	United States
USAID	United States Agency for International Development
USC	United States Code
USD(P)	Under Secretary of Defense for Policy
USG	United States Government
USIA	United States Information Agency
USIS	United States Information Service
USSOCOM	United States Special Operations Command
UXO	unexploded ordnance

GLOSSARY

Part II – DEFINITIONS

- antipersonnel landmine -- A mine primarily designed to be exploded by the presence, proximity or contact of a person and that will incapacitate, injure or kill one or more persons. (Convention on Conventional Weapons, Amended Protocol II, 3 May 1996) Also called APL.
- combatant commander -- Commander of a combatant command.
- countermine operations -- Tactical countermine operations focus on enhancing force maneuverability and mobility, where minefields are rapidly detected in all possible conditions and where breaching provides for rapid mine clearance through selected areas without the need for finding individual mines.
- country team -- The senior, in-country, US coordinating and supervising body, headed by the chief of the US diplomatic mission and composed of the senior member of each represented US department or agency, as desired by the chief of the US diplomatic mission. (Joint Publication 1-02)
- demining operations -- Any activity or operation related to humanitarian mine action and executed in support of a national headquarters or the National Demining Office.
- detection -- The actual confirmation and location of mines.
- explosive remnants of war -- Includes both landmines, unexploded ordnance and small arms ammunition. Also called ERW.
- geographic combatant commander -- See combatant commander.
- humanitarian demining -- See humanitarian mine action.
- humanitarian mine action -- Activities that strive to reduce the social, economic and environmental impact of landmines, unexploded ordnance and small arms ammunition – also characterized as explosive remnants of war (ERW). The objective of mine action is to reduce the risk from ERW to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by ERW contamination, and when victim's needs can be addressed. Mine action is comprised of five

- complementary activities or 'pillars': indigenous capacity building for host nation mine action agencies, mine risk education and ERW risk reduction, demining (survey/marking/mapping, clearance and quality assurance/control), survivor's assistance and research and development to improve the effectiveness of all aspects of the first four pillars.
- interagency -- United States Government (USG) departments and agencies involved in the USG humanitarian demining and mine action effort.
- international organizations -- Organizations with global influence, such as the United Nations and the International Committee of the Red Cross. (From Joint Publication 3-08. Approved for inclusion in the next edition of Joint Publication 1-02.)
- interagency working group (on Humanitarian Demining) -- This organization was replaced in 2001 by the Policy Coordination Committee subgroup-humanitarian mine action. Also called IWG.
- land mine -- Ammunition placed under, on or near the ground or other surface area and designed to be exploded by the presence, proximity or contact of a person or vehicle (Convention on Conventional Weapons, Amended Protocol II, 3 May 1996).
- mine action -- All aspects at a national program level that address the mine problem in a country.
- mine action center -- Usually refers to a facility containing personnel who coordinate and assist the national mine action activities in a country. Also called MAC.
- mine risk education training -- A program that assists host country governments, international organizations and nongovernmental organizations to train local populations to deal with land mines until the mines can be permanently removed. It encompasses mine awareness training, multimedia presentations, posters, children's programs, including actions to take when explosive remnants of war are found. It is intended to modify behavior patterns to reduce casualties. A measure of effectiveness of mine risk education training is the degree of flow of information back to a mine action center about mine locations and unexploded ordnance.
- mine clearance training -- Instruction for partner nation personnel (and nongovernmental organizations) to train PN military or government

- groups in basic techniques for locating, identifying and destroying land mines and unexploded ordnance and other explosive remnants of war within a mined area.
- minefield survey -- A detailed report that gathers, evaluates, analyzes and makes available information on the mine and unexploded ordnance (or explosive remnants of war) threat in order to assist in planning demining projects.
- nonproliferation, antiterrorism, demining, and related programs -- Account of the State Department's foreign operations budget (Function 150). Also called NADR.
- nongovernmental organization -- Transnational organizations of private citizens that maintain a consultative status with the Economic and Social Council of the United Nations. Nongovernmental organizations may be professional associations, foundations, multinational businesses or simply groups with a common interest in humanitarian assistance activities (development and relief).
- public affairs officer -- Press and cultural affairs specialists who maintain close contact with the local press and with resident or visiting US journalists.
- Policy Coordination Committee, Democracy, Human Rights and International Operations subgroup on Humanitarian Mine Action -
- Replaced Humanitarian Demining Interagency Working Group in 2001. Also called PCC subgroup-HMA.
- special forces -- US Army forces organized, trained and equipped specifically to conduct special operations.
- special operations forces -- Those Active and Reserve Component forces of the Military Services designated by the Secretary of Defense and specifically organized, trained and equipped to conduct and support special operations.
- survivors' assistance -- Any activity associated with restoring survivors of explosive remnants of war (ERW) incidents to a productive life and livelihood, such as return and/or resettlement of refugees, medical rehabilitation of individuals and training or retraining in civilian pursuits made necessary because of the effects of ERW.
- train-the-trainer methodology -- A concept for training instructors who then train other personnel in learned techniques.

United States Information Service - The legacy term for public diplomacy facilities of the former overseas United States Information Agency (USIA) (libraries, cultural centers, etc.). These facilities were taken over by the Department of State on 1 October 1999 due to the reorganization of all US foreign affairs agencies.

unexploded ordnance -- Explosive ordnance, primed, fused, armed or otherwise prepared for action, that has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installation, personnel or material and remains unexploded either through malfunction or design, or for any other cause.

USAID Mission Directors -- Responsible for United States Agency for International Development programs, including dollar and local currency loans, grants and technical assistance.

victims' assistance -- refers to any immediate- and short-term medical assistance provided to injured individuals. For example, US forces provide host nation health professionals classes in first responder training, surgical procedures and nursing care, health care educational material development and epidemiological studies of explosive remnants of war injuries.